THE NAVAJO NATION Department of Personnel Management JOB VACANCY ANNOUNCEMENT

REQUISITION N	O: OOC0698	8354			DATE POSTED:	12/16/13
POSITION NO: _	203122				CLOSING DATE:	12/30/13
POSITION TITLE	: :		OFFICE SPECIALIS	ST		
DEPARTMENT NAME / WORKSITE:		OOC / Credit Services Department - Window Rock, AZ				
WORK DAYS:	Mon-Fri	REGULAR FULL TIME:	✓		GRADE/STER	P: Y58A
WORK HOURS	8:00am - 5:00pm	PART TIME:	☐ NO. OF HRS./WK.:	40	\$ 23,420.80	PER ANNUM
_		SEASONAL:	☐ Duration:		\$ 11.26	PER HOUR
		TEMPORARY:				

DUTIES AND RESPONSIBILITIES:

Provides secretarial support to the Administration, Lending, Collection and Accounting sections of the Department. Answers telephone calls, routes, and/or takes messages; provides customer services to the general public inquiring about the loan program filing requirements, loan payments, and referring customers/visitors to appropriate staff for assistance; responds to routine inquiries that requires judgment in determining the type of information that may be released; composes, types routine correspondence, reports, labels and forms; maintains electronic, and/or, hard copy filing system by setting up files, filing new documents, purging and updating. Records incoming loan payments, via mail or walk-ins, and delivers to Cashiers Office for receipting purposes.

Handles all incoming loan applications for the Personal and Home Loan Program to ensure all required documentations are attached, logs in, date stamps, and refers loan applications to the Loan Officers; Prepares Memorandums for the request of Business Procurement Clearances for all incoming loan applications and distributes to the appropriate offices; Assists with the composition of loan folders for approved loans and schedule appointments for loan closing.

Arrange meetings and conferences; makes travel and lodging arrangements; receives, date stamps, logs in, sorts and distributes incoming and outgoing mail; receives PAFs for clearances; tracks and maintains data for quarterly reports; Prepares work orders, supply requisitions and related documents within established limits and procedures; obtains appropriate signatures; monitors, orders and maintains office supplies, inventory and equipment; may coordinate the work of others and train new employee.

QUALIFICATION REQUIREMENTS:

Education. Experience and Training:

A high school diploma (PREFERRED), or GED; supplemented by courses in general office procedures; and two (2) years of general office support or related experience.

(In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of basic clerical and office support practices and procedures; computer software, word processing, database, and spreadsheet applications, microfiche processing and storage, the operation and maintenance of camera equipment related to microfilm storage.

Special Requirements:

Valid State/Tribal Driver's License (PREFERRED)

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 9/19/13